

Office Ergonomics Workstation Checklist

Contact Info

Name _____ Phone _____

Personal Information

Date _____ Location _____

Employee Name _____ Supervisor Name _____

Claim# _____ Height _____ Hand Dominance _____

Job Title _____ Work Hours _____

Job Responsibilities (by %) Computer _____ Phone _____

PC Applications _____ Keyboard _____ Writing _____

_____ Mouse _____ 10 Key _____

_____ Other _____ Other _____

How long have you been working at this workstation with the company _____

Workstation Assessment (Start by assessing the seated posture from the ground up)

1. Are employee's feet resting on the floor or supported by a stable footrest?

☐ Yes ☐ No

If No, adjust seat height so feet are flat on the floor.

<u>Cause</u>	<u>Action Taken</u>	<u>Product Descrip./Model #/Cost</u>
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_____	_____	_____
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2. Is there adequate space underneath the worksurface for thighs, legs, and feet so employee can get close enough to the keyboard and input device?

☐ Yes ☐ No

If No, move materials out from under desk, raise keyboard tray, lower chair, or raise workstation.

<u>Cause</u>	<u>Action Taken</u>
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3. Are thighs parallel to the floor or hips slightly above knee level?

☐ Yes ☐ No

If No, adjust seat height up or down.

<u>Cause</u>	<u>Action Taken</u>	<u>Product Descrip./Model #/Cost</u>
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_____	_____	_____
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4. Is seat pan wide enough to accommodate employee?

☐ Yes ☐ No

If No, try another chair with a wider seat pan.

<u>Cause</u>	<u>Action Taken</u>	<u>Product Descrip./Model #/Cost</u>
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_____	_____	_____
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5. Does seat pan fully support the thighs?

☐ Yes ☐ No

If No, adjust seat pan forward so that approximately 2" of space are between employee's calf and the edge of the seat.

Cause

Action Taken

Product Descrip./Model #/Cost

6. Is the apex of the lumbar support at or slightly above the employee's belt line?

☐ Yes ☐ No

If No, adjust back rest up or down.

Cause

Action Taken

Product Descrip./Model #/Cost

7. Is the back rest tilt adjusted so employee's trunk is approximately perpendicular to the floor?

☐ Yes ☐ No

If No, adjust back rest tilt forwards or backwards. If backrest doesn't provide adequate support, turn tension knob on bottom of chair until the desired support is found.

Cause

Action Taken

Product Descrip./Model #/Cost

8. Are employee's shoulders relaxed and upper arms perpendicular to the floor?

☐ Yes ☐ No

If No, move chair closer to worksurface, keyboard, or mouse (see #10 also)

Cause

Action Taken

Product Descrip./Model #/Cost

9. Are employee's elbows free from contact with hard edges of the chair arm rest?

☐ Yes ☐ No

If No, adjust arm rest up/down/in/out so elbows do not contact arm rest or arm rest comes in contact with the forearms only. Add padding to arm rest or remove arm rests completely.

Cause

Action Taken

Product Descrip./Model #/Cost

10. Are the forearms parallel to the floor when typing?

☐ Yes ☐ No

If No, adjust worksurface height or keyboard tray height so elbows are at 90° – 110° angle. If employee has to reach for mouse, move mouse to the same level as the keyboard. If workstation height is nonadjustable record this height _____

Cause

Action Taken

Product Descrip./Model #/Cost

11. Are the wrists in a neutral position when keying?

☐ Yes ☐ No

If No, adjust the height of the worksurface or keyboard. May also need to adjust the keyboard tilt angle to a flat or slightly declined position. Employee may also benefit from a wrist rest. If employee has wrists in an awkward posture when mousing, move mouse to same level as keyboard. Employee may also benefit from a wrist rest for mousing.

Cause

Action Taken

Product Descrip./Model #/Cost

12. Does the input device pointer move easily across the screen without a lot of hand movement?

☐ Yes ☐ No

If No, and employee is using a mouse, make sure the mouse ball is clean. Check software settings to see if pointer speed is at least 75% or more.

Cause

Action Taken

Product Descrip./Model #/Cost

13. Does employee maintain a loose grip on the input device?

☐ Yes ☐ No

If No, encourage employee to let go of the input device and relax hand when not actively using it.

Cause

Action Taken

14. Does the input device fit the size of the employee's hand?

☐ Yes ☐ No

If No, consider larger or smaller input device.

Cause

Action Taken

Product Descrip./Model #/Cost

15. Are the wrists free from contact with sharp edges?

☐ Yes ☐ No

If No, move the keyboard or mouse to the edge of the worksurface or provide a wrist rest.

Cause

Action Taken

Product Descrip./Model #/Cost

16. Is the employee's monitor facing directly in front of them?

☐ Yes ☐ No

If No, move monitor directly in front of employee.

Cause

Action Taken

17. Is the top of the monitor screen at employee's eye level*?

☐ Yes ☐ No

If No, move monitor up or down. *If employee wears progressive or bifocal lenses, move monitor 2" – 3" lower.

Cause

Action Taken

Product Descrip./Model #/Cost

18. Is the monitor 18" – 24" away from the eyes?

☐ Yes ☐ No

If No, move monitor forward or back.

Cause

Action Taken

19. Is the monitor tilted so the screen is perpendicular to the floor?

☐ Yes ☐ No

If No, tilt monitor so it's perpendicular to the floor.

Cause

Action Taken

20. Is the monitor free from glare?

☐ Yes ☐ No

If No, move the monitor, close the window blinds, tilt monitor perpendicular to the floor, provide an anti-glare screen.

Cause Action Taken Product Descrip./Model #/Cost

21. Does the employee keep the head in a neutral posture when entering data from hard copy?

☐ Yes ☐ No

If No, consider providing a document holder. If employee already has a document holder, make sure it's at the same height and distance as the monitor.

Cause Action Taken Product Descrip./Model #/Cost

22. Is the telephone used with the head in a neutral posture and shoulders relaxed if employee uses the computer at the same time?

☐ Yes ☐ No

If No, provide the employee with a telephone headset if the employee spends more than 1 hours each day while working on the computer and the phone simultaneously.

Cause Action Taken Product Descrip./Model #/Cost

23. Is the computer, the workstation, equipment, and accessories maintained in serviceable condition and function properly?

☐ Yes ☐ No

If No, contact IT for computer related problems and work environment center for chair and furniture problems.

Cause Action Taken Product Descrip./Model #/Cost

24. Are computer tasks organized in a way that allows the employee to vary computer tasks with other work tasks or take micro-breaks, recovery pauses, or perform exercises and stretches while at the workstation?

☐ Yes ☐ No

If No, discuss with employee (and possibly supervising manager) options for reorganizing work structure, the importance of standing up occasionally, walking around, performing recommended exercises and stretches to reduce static loading. Make employee aware of where to find information on exercise and stretches.

Cause Action Taken
